

## **Tender Notice**

National Disaster Management Authority (NDMA), Islamabad invites sealed tenders for hiring of Carriage Contractors for transport services for calendar years 2018-2019 who are registered with Income Tax Department and having National Tax Number (NTN).

2. The tender documents including instructions/ terms and conditions may be obtained from the office of the undersigned at (Room No.228-B, Prime Minister's Office Premises, Islamabad) during office hours against payment of Rs. 500/- (non-refundable) in the shape of pay order/ bank draft in favour of Director (Admin & Procurement), NDMA, Islamabad. Bidding documents can also be downloaded from NDMA website free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach the undersigned **before 1100 Hrs on 29<sup>th</sup> December, 2017 which will be opened the same day at 1130 Hrs.** This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Director (Admn & Procurement)  
Tel: 9204429

**TENDER DOCUMENT**

**TERMS AND CONDITIONS FOR CARRIAGE CONTRACTORS**

1. Sealed bids are invited from reputed companies / carriage contractors who are:

I. Registered with Income Tax Department

II. Having at least 3 years' experience in the field of goods transport:

Pre-qualification of carriage contractors who would be asked to quote their rates as and when required for transportation services. Pre- qualification / Shortlisting will be done on the basis of evaluation criteria attached with this document (Form-H). The bidders obtaining more than 50% marks would be pre-qualified.

2. For short listing, the bidders are required to complete attached application form and provide information detailed in Forms A to G.
3. The bidders/contractors must furnish along with their bid/proposal, the proof that the company is technically and financially sound along with details of their experience in the relevant field and a list of accomplished /ongoing contracts/projects.
4. The tenders will be received till 29<sup>th</sup> December, 2017 before 1100 hours which will be opened the same day at 1130 hours in the Conference Room of NDMA, Room No.220-E, Prime Minister's Office premises, Islamabad in the presence of the available bidders or their representatives who intend to attend the opening.
5. The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/Division / Department / Organization.
6. The Authority reserves the right to reject all or any of the bid/proposal in accordance with the provision of PPRA Rules.
7. The bidders/contractors have to confirm availability of required Transport on minimum notice i.e 24 hours.
8. The bidders/contractors are also required to declare and arrange the ancillary modes of transportation as and when required on need basis.
9. NDMA may require transportation services for any sectors in Pakistan.
10. Payments (Subject to deduction of all leviable taxes as per rules) will be processed after utilization of requisite services as per work order.

11. The bidders/contractors have to confirm availability of required Transport on minimum notice i.e 12 hours, failing which such transport will be arranged by the procuring agency from open market and will be charged from bidder, Moreover, repetition of such instanced may lead to blacklisting of the firm.
12. The bidders/contractors are also required to declare and arrange the ancillary modes of transportation as and when required on need basis. i.e per hour rate heavy duty cranes and fork lifter.
13. NDMA may require transportation services for any geographic area across Pakistan including GB, AJK and FATA.

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**FORM A- LETTER OF APPLICATION**

Registered Business Name: \_\_\_\_\_

Registered Business Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

To.

\_\_\_\_\_

\_\_\_\_\_

1. We hereby apply for pre-qualification with National Disaster Management Authority (NDMA), Islamabad as a carriage contractor.
2. We authorize NDMA or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S.No.	Name	Position in the company	Contac No.
a)			
b)			

4. We declare that

- i) The statements made and the information provided in the application are complete, true and correct in every detail.
- ii) This firm has never been black listed by any Government Department, Semi- Government Authority or Corporation. **(Certificate to this effect on Rs.20 non-judicial stamp paper to be provided.)**

Respectfully,

(Authorized representative of application)

Dated: \_\_\_\_\_

**FORM B - GENERAL INFORMATION**

Company Name: \_\_\_\_\_

1. Head Office Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Local Office : \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Year of establishment: \_\_\_\_\_

3. Income Tax Registration No. \_\_\_\_\_ (Attach copy of Registration Certificate)

4. Bankers: \_\_\_\_\_



**FORM D – LIST OF OFFICES**

<b><u>S.NO</u></b>	<b><u>CITY</u></b>	<b><u>ADDRESS</u></b>

**FORM E - DETAILS OF VEHICLES OWNED/ LEASED/ HIRED /THIRD PARTY /SPECIAL VEHICLES (CRANE/LIFTER) BY THE TRANSPORTER**

Sr. No.	Registration No.	Type of Vehicle	Status of vehicle(/leased /owned/hired/3 <sup>RD</sup> party)



**FORM F - FINANCIAL DATA**

**A. Bank Statement**

A current Bank statement in respect of bidder's financial soundness.

**B. Financial Statement**

**1. Current Contract Commitments**

<b>Sr. No</b>	<b>Name of organization/Firm</b>	<b>Approximate Value of Business (PKR)</b>	<b>Period Of Contract (Years)</b>

**2. Annual Turnover**

<b>Year</b>	<b>Turn over amount ( in Pak Rupees)</b>

**3. Other business**

Type of business	Other Details

**Form G- Documents to be submitted**

Copy of certificate of Registration of firm / company.	
Certificates of works carried out with various companies.	
Details of litigation / arbitration cases including decision (if any) with client name & address.	
Affidavit that the firm is not black listed by any Government or Semi Government Organization / public limited company.	
Certificate of Income Tax Registration /NTN	
Copies of current contracts	
Bank statement of last three years.	

**Form H – Evaluation Criteria**

<b>S.NO</b>	<b>Criteria</b>	<b>Max Marks</b>	<b>Obtained</b>
1	Registered with Income Tax Department – Has NTN	Mandatory	Yes/No
2	Minimum experience of 3 years	Mandatory	Yes/No
3.	Number of own vehicles	20	
4	Annual Turnover (Average for last 3 years)	20	
5	Membership of Trade bodies	10	
6	Presence in different parts of the country	20	
7	Experience in years	10	
8	Current clients	10	
9	Financial Health	10	
	Total:	100	

Note: The firm ranked best with respect to a criterion will be awarded maximum marks in that field. Others will be given relative weightage.

GOVERNMENT OF PAKISTAN  
NATIONAL DISASTER MANAGEMENT AUTHORITY

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**CONTRACT AGREEMENT FOR PROVISION OF TRANSPORT SERVICES TO NDMA**

This Agreement is made at Islamabad on the \_\_\_\_\_2017 between the President of the Islamic Republic of Pakistan through National Disaster Management Authority (NDMA), Islamabad (hereinafter called the Client) of the one part and M/s ----- having its registered (or principal) office at hereinafter (called the contractor) of the other part.

Whereas, the Client invited the bids through tender notice in the press for provision of transport services and the Contractor, alongwith other firms filed bids in response thereto. The bid of M/s ----- registered with income tax department & bearing NTN No.----- was evaluated and firm stood qualified.

Whereas, the Client has accepted the bid of the Contractor, who has agreed to provide transport services to the Client on need basis during the Calendar Years 2018-2019 (ending 31<sup>st</sup> December 2019). Following has been agreed between the two parties:-

- a. The Contractor shall have to confirm availability of required transport alongwith quotation(s) on minimum notice i.e. 12 hours, failing which such transport will be arranged by the Client from open market and will be charged form Contractor. Moreover, repetition of such instances may lead to blacklisting of the firm.
- b. The Contractor is also required to declare and arrange the ancillary modes of transportation as and when required on need basis. i.e. per hour rate heavy duty cranes and fork lifter.
- c. Client may require transportation services for any geographic area across Pakistan including GB, AJK and FATA.
- d. The Contractor shall produce the receipt of delivery duly certified by the head of the office of destination of stores or any other person so authorized by the Client.
- e. Payments (subject to deduction of all leviabale taxes as per rules) will be processed after utilization of requisite services as per work order upon receipt of all legal documents and completion of all codal formalities.

- f. The Client shall release the security deposit/performance bond upon successful/satisfactory completion discharge of all contractual obligations stipulated in this Agreement.
- g. All disputes arising out of contractual obligations shall be settled through arbitration by a committee to be constituted by the Chairman, NDMA in the light of provisions of the Public Procurement Rules, 2004.
- h. The Contractor shall be solely responsible for any delay occurring in provision of the required transport except due to the events of force Majeure such as acts of God and war directly affecting/ delaying the task.

(Name \_\_\_\_\_)  
\_\_\_\_\_  
Director (Administration & Procurement)  
Dated: \_\_\_\_\_, 2017

(Name \_\_\_\_\_)  
M/s. \_\_\_\_\_